

VACANCY FOR AN ASSISTANT TOWN CLERK
Part time – 20 hours per week
Hours of work – Monday to Friday 09:00-13:00
Grade NJC SCP Points – 13-19
£28,163 - £31,067 per annum (pro rata)
£14.60 - £16.10 per hour

The attractive Town of Bolsover has a population of just over 12,000. It is a growing Town of historical significance, with a strong sense of community spirit being one of its many strengths. The Council is made up of 12 Councillors who are dedicated to contributing to make Bolsover a welcoming Town to live and visit.

An opportunity has arisen for an Assistant Town Clerk for Old Bolsover Town Council, supporting the administration of the Council. The role requires someone with who is able to use their own initiative to carry out the specific responsibilities of the role, with minimal supervision. The ideal candidate will have good communication and IT skills and be committed to delivering an excellent service to the local community.

The role requires the post holder to work with the Town Clerk and Responsible Finance Officer to work on the full range of tasks, and to provide management and administrative support as required by the Council and as directed by the Town Clerk, to ensure the efficient running of the Council. Specific responsibilities include the management of allotments, bookings, cemetery and burials, salaries and pensions.

The Assistant Town Clerk may be required to attend occasional evening Council and Committee meetings as and when required by the Clerk/Council.

Previous experience in working in local government would be advantageous. There is an opportunity for development within the role, therefore a willingness to work towards the Introduction to Local Council Administration (iLCA) and the Certificate in Local Council Administration (CiLCA) is desirable.

Application:

- To apply, please contact the Town Clerk for an interview pack, including application form
- Completed applications can be emailed to townclerk@oldbolsovertowncouncil.gov.uk
- For an informal chat please contact the Clerk on 01246 823809

Closing Date: Wednesday 5 February 2025 at 5:00pm
Interview Date: Monday 10 February 2025